**Purpose**[Company Name] recognizes that employees will need days off from work from time to time to address their medical needs or those of immediate family members.

**Accrual**

Employees accrue sick leave as follows:

         All full-time and part-time regular employees accrue sick leave from the date of hire, earning 1 hour of sick leave for every 40 hours worked, up to a maximum of 50 hours of sick leave per year.

       Any unused sick hours may be carried over to the next fiscal year, up to a maximum of 40 hours.

**Use**

Sick leave may be used in accordance with the following provisions:

        Sick leave may not be used prior to accrual.

         If sick leave is exhausted, unpaid leave may be approved at management’s discretion.

  Sick leave can be used in hourly increments.

        Sick leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave also may be used for illness and well-care of a member of an employee's immediate family (including the employee’s spouse or domestic partner, children, parents, siblings, grandparents, and the spouses thereof).

   Sick leave may be used to seek medical, counseling, legal, or relocation assistance due to domestic or sexual violence or stalking for the employee or the employee’s family member.

     An employee who has a sick leave absence in excess of three consecutive work days may be asked to present medical documentation for the absence at management’s discretion.

      If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her supervisor or the director of human resources as soon as reasonably possible.

         Employees are not paid for unused sick leave upon termination of employment.